

**\*\*\*\*\* IMPORTANT \*\*\*\*\***

**Please Read the Following Information If You Intend to Renew Your Flight Instructor (CFI) Certificate**

You must attend all 16-classroom hours of the FAA-approved program. You must hold a valid, **unexpired**, flight instructor certificate. If your certificate has expired, you will need to schedule a practical test with an FAA inspector or Designated Pilot Examiner. **We cannot renew a certificate that has expired.** If for some reason you cannot complete the full course, a Letter of Partial Completion will be issued giving credit for the number of hours you have attended.

The FAA requires that you provide positive identification at the Flight Instructor Refresher Clinic (FIRC) site. The preferred form of identification is a driver's license.

You may use another form of identification; however, it must include your photograph, signature and actual residential address.

The actual address of your home (as opposed to a mailing address) must be used on the FAA Form 8710-1 and confirmed by your identification. You may not use a Post Office Box unless a physical address has not been established for your residence (for example, if you live on a boat). Likewise, rural route addresses may be used only if no street address exists to describe the location of your home. In these cases, you will be required to describe the location of your home on a separate sheet of paper and attest to the circumstances by signature. If the FAA already has this on file then you are not required to provide this description again.

If you will not have a suitable form of identification at the FIRC site, you should consult your local FAA Flight Standards District Office for assistance with your renewal.

Additional information that you will need to bring with you to complete the FAA Form 8710-1, *Airman Certificate and/or Rating Application* is listed below:

- An FAA Medical Certificate (it need not be current), the Class, issuance date, and examiner's name from that certificate.
- The grade (Commercial or ATP), number, and issuance date of your pilot certificate.
- The final conviction date of any offenses involving narcotic drugs.

Current information regarding certification requirements will be provided at the Flight Instructor Refresher Clinic site.

**Idaho Division of Aeronautics  
(208) 334-8775 or (800) 426-4587 (in state only)**